

## PROFESSIONALISM POLICY FOR PARENT EMPLOYEES

Canyon Rim Academy seeks to maintain a professional atmosphere for the benefit of both patrons and employees. While there are benefits to having parents of enrolled Canyon Rim Academy students working at the school, a professional boundary needs to be established during the work day to ensure that employees are not interfering in the school's education of their children and other children.

Parents working in the school should ensure that their children understand and respect the boundaries set forth in this policy to minimize disruption of the educational process and the performance of the Canyon Rim Academy staff and faculty.

To these ends, the following policies shall be followed by employees and their children:

- The first priority of school employees during work hours must be their job.
   Absent emergency situations, children of employees should not interfere with any employees' ability to do their assigned work. Day care and other personal family issues should be handled during employees' leave time.
- Situations may arise that necessitate an employee bringing children to the workplace. On such occasions, the employee must obtain approval from the Principal, supervise the children at all times, and be considerate to other employees.
- Any travel time needed for an employee to transport children to or from the workplace must be covered by the use of leave, accrued compensatory time, rearranged time, or leave without pay. Break time may not be used, but an uncompensated meal break may be used.
- 4. All classroom visits need to be arranged and accounted for as stated in the school's Classroom Volunteer, Visitor and Observation Policy. Employees should not enter the classroom of their enrolled children while class is in session unless taking care of school business. Personal conversations and messages with their child should be taken care of before or after school hours. To avoid the disruption of work, employees should resolve their children's lunch needs and ensure the completion of homework before their children come to school.
- 5. Like other parents, employees are still accountable for having their child at school on time and attending school for the entire school day. Parents who work at the school may not check enrolled children in late or check children out early without normal consequences for the student according to school or classroom rules and policies.
- 6. The child's school day ends at the end of the scheduled school day, and not whenever the parent completes his or her work responsibilities. Employees' work

day is for the established job hours—not necessarily for the duration of the school day. Employees must log out at the end of their shift regardless of how much more time their child will be in class.

- 7. Children are not to be in the front offices or faculty lounge during school hours unless they have been sent there by their classroom teacher. When school is in session, children are under the exclusive control of their classroom teacher. If an enrolled child is sick, the child shall either remain in the school sick room or other arrangements shall be made, other than remaining in the work area during school hours.
- 8. Children brought into the workplace are not covered by workers' compensation. Child safety and well being are the sole responsibility of the employee bringing the child into the workplace. To minimize disruption to other employees as they perform their duties and to ensure that school equipment and personal property are not damaged, the child must be under the parent's supervision in the immediate location of the parent's workstation at all times.
- 9. Children are not to use school office equipment (computers, copiers, phones, etc.). If waiting for a parent to complete their work, children are to be engaged quietly in activity that is not distracting to others.
- 10. Children of employees need to be aware that they are not given extra privileges because their parent is an employee in the school setting. Employees should reinforce this idea with their children and ensure that their enrolled children are informed of these policies.
- 11. Circumstances may arise during school hours where students of parents working at the school may have disagreements or misunderstandings with other students, teachers or faculty. Parents are not to intervene directly or approach other involved students and faculty. Instead, parents are expected to work through the proper process by scheduling an appointment either before or after school to speak with the homeroom teacher (if the situation involves students) or the principal (if the situation involves teachers or other staff).
- 12. Canyon Rim Academy recognizes that children may visit employees on special occasions. However, the expectation is that all visiting children outside normal school operations will be accompanied by a supervising adult who will be responsible for the visiting child at all times.